

**METROPOLITAN ACTION COMMISSION
BOARD OF COMMISSIONERS
MEETING MINUTES
Board Room
March 25, 2010**

The Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.

Present: Calvin Atchison, Karen Doty, Florence Kidd, Charles Madry, Danielle Mezera, Sandra Moore, Adinah Robertson, Lavoneia Steele, and Robert Stockard

Absent: Barbara Clinton, Sean McGuire, Robert McNeilly, Renee Pratt, and Phil Ryan

Staff/Others: Tyronda Burgess, Marvin Cox, Karen Crook, Cynthia Croom, Christy Feldman, Cassandra Johnson-Payne, Pamela Matthews, Rickie McQueen

Dr. Atchison called the meeting to order at 12:00 noon

Motion: Approve January 22, 2010, meeting minutes.

Made by: Lavoneia Steele

Seconded: Florence Kidd

Passed unanimously.

REPORT FROM THE VICE CHAIR as reported by Dr. Calvin Atchison

Dr. Atchison stated that agenda item VI, Head Start Governance, will be moved to the start of the agenda.

ITEMS REQUIRING BOARD ACTION

Ms. Pamela Matthews, Head Start Director, distributed a handout regarding governing responsibilities and then reviewed the handout with Board members explaining the Head Start program governance as it relates to the Head Start Act and the Office of Head Start. Ms. Matthews explained that MAC's Head Start Policies and Procedures dictate how MAC Head Start implements the federal Head Start Performance Standards. She also stated that program monitoring helps to assess how systems are actually working so as to provide an opportunity to correct any weaknesses and therefore lend to the growth of the program. Ms. Matthews ensured that Board members understood the impasse procedure.

EXECUTIVE DIRECTOR REPORT as reported by Cynthia Croom

- A. Board members were asked to sign and date the Ethics form so a hard copy can be kept on file.
- B. The Agency's budget hearing before Mayor Dean is scheduled for 2:30 p.m., on April 1, 2010.
- C. An application to expand Head Start by 20 slots has been submitted. The expansion will increase our enrollment to 1505. The slots will target the South Nashville area, which has the highest waiting list.
- D. An Early Head Start director has been hired and is scheduled to begin work on April 5. The Data Specialist has been selected and an offer will be made. The other positions have been re-posted.
- E. The triennial Head Start Review is April 12 – 16, 2010 with the governing board interview scheduled for April 12. Details of the interview will be emailed soon.
- F. Mrs. Croom distributed a copy of a letter from Region IV - Office of Head Start (OHS) stating that two audit findings within Metro's Single Audit Act was considered to be audit findings against Metro Action Commission. The letter further stated that the audit finding resolution was accepted and the matter closed. Mrs. Croom explained that there were two audit findings within Metro Government, but neither finding was with Metro Action Commission. A request was sent to OHS requesting that the letter accurately state that Metro Action Commission had no audit findings. OHS declined, stating that a finding against the local government is a finding against the program. It is of note that the Head Start federal award letter is to Metro Action Commission and not Metro Government. Metro Legal and Audit departments are assisting the Agency with resolving this issue with OHS.

FINANCE REPORT as reported by Tyronda Burgess, Chief Financial Officer

The January 2010 and February 2010 financials were distributed. January's financials reflect quarterly transfer in the fund balance. Head Start in kind is at 68%. Credit card statements and CACFP meal count report were reviewed.

Motion: Approve January financial report

Made by: Charles Madry

Seconded: Florence Kidd

Passed unanimously.

February's negative fund balance is the result of purposely not drawing down funds for Head Start ARRA until the surplus funds were expended. Head Start in-kind is at 69%. LIHEAP amendments increase the line-item to +\$5 million. Credit card statements and CACFP meal count report were reviewed.

Motion: Approve February financial report

Made by: Robert Stockard

Seconded: Karen Doty

Passed unanimously.

ITEMS REQUIRING BOARD ACTION

Revision to By-Laws

1. Mr. Robert Stockard, By-Laws Committee Chair, reported that on March 25, 2010, the Committee met and proposes adding under Article V, Section 4, "The Commission shall review and approve the hiring, evaluation, compensation, and termination of the Executive Director." Additionally, the Committee proposes adding under Article VII, Section 2, "The Executive Director shall, in accordance with the Agency Policies and Procedures, review and approve the hiring, evaluation, compensation, and termination of the Head Start Director, Early Head Start Director, Human Resources Manager, and Chief Financial Officer."

Motion: Accept By-Laws Committee's recommendation for revision to By-Laws.

Made by: Lavoneia Steele

Seconded: Danielle Mezera

Passed unanimously.

Revisions to Head Start Policies and Procedures

Ms. Matthews, Head Start Director, explained that the Head Start Policies and Procedures are the method by which the program implements the Head Start Performance Standards. The proposed changes to the Policies and Procedures reflect changes to several component areas.

Motion: Approve Head Start Policies and Procedures as revised.

Made by: Adinah Robertson

Seconded: Charles Madry

Passed unanimously.

Early Head Start Selection Criteria

Ms. Matthews explained how the selection criteria are used to fill Early Head Start and regular Head Start slots. She further explained that Early Head Start children are not automatically guaranteed a slot in regular Head Start, but would have to apply for Head Start services.

Motion: Approve Early Head Start and regular Head Start Selection Criteria.

Made by: Adinah Robertson

Seconded: Robert Stockard

Passed unanimously.

PROGRAM REPORTS

Media/Public Relations

Lisa Gallon introduced Ms. Brittany Hall and Ms. Morgan Yette, two university students majoring in social work, who are interning at the agency until the end of April. Report attached.

Community Programs

The State approved increasing the LIHEAP income guidelines from 125% to 200% retroactive to July 1, 2009. Accordingly, letters are being mailed to households denied service informing them the income guidelines have changed and inviting them to re-apply for assistance. Report attached.

Head Start

Head Start report and Policy Council report attached.

Ms. Matthews distributed the Head Start continuation grant application executive summary and financial information for \$10,775,331 to continue providing Head Start services to 1,485 children.

Motion: Approve application for the Head Start continuation grant.

Made by: Sandra Moore

Seconded: Robert Stockard

Passed unanimously.

Ms. Matthews reminded the Board that through the Head Start ARAA award, Head Start staff would receive a 1.84% salary increase through September 30, 2010. Recently, the Office of Head Start provided an opportunity for programs to apply for a Head Start COLA grant that will make the 1.84% salary increase a permanent part of the Agency's budget. This COLA grant application is due April 30, 2010.

Motion: Approve application for the Head Start COLA grant.

Made by: Sandra Moore

Seconded: Karen Doty

Passed unanimously.

Administrative Services and Operations

No report available.

Human Resources

Head Start teacher scheduled to begin employment on March 29, will not be employed with the Agency. Report attached.

OTHER BUSINESS

Mr. McNeilly stated that the Agency is co-hosting the Tennessee Association of Community Action Annual Conference – *Spring into Community Action* – held March 15-17, 2010 in Nashville. Mr. McNeilly encouraged Board members to attend.

Meeting adjourned.

Minutes submitted by:

Barbara Clinton, Secretary
Board of Commissioners